



WIRELESS COMMUNICATION DEVICE (WCD) REQUEST

Name of Requestor: _____

School / Department: _____

Date Requested: _____ WCD Type: Voice Data Hotspot

Brief Justification: _____

CODING	FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM
SERVICE		7900	3700			
EQUIPMENT		7900	6420			

Approval:

Principal/Director: _____

Assistant Superintendent: _____

ISSUANCE OF A BOARD-OWNED WCD IS NOT INTENDED TO BE A PERSONAL BENEFIT AND IS PROVIDED ONLY AS A TOOL TO CONDUCT DISTRICT BUSINESS. PERSONAL CALLS OR COMMUNICATIONS SHOULD NOT BE MADE OR RECEIVED ON A BOARD OWNED WCD.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND BOARD POLICY 7530.01, 7530.02 AND ADMINISTRATIVE PROCEDURE 7530.01.

Signature of Requestor

Print Name

Date